

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: GIS Specialist III****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs the analysis, design, program development, testing and implementation of GIS applications. Writes systems documentation, trains users, and provides technical support. Maintains GIS website. Programs customer applications for clients using various programming languages.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Creates custom desktop and internet GIS applications by programming code, using internet client and server computer languages, and conducting needs assessments.
2	S	Develops and maintains website by designing and planning content, layout and organization, and maintaining and troubleshooting site.
3	S	Provides technical support by answering questions regarding GIS and the web, providing information, resolving problems, and troubleshooting.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience as a GIS Programmer.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read technical manuals, reports, correspondence, trade journals, maps, and proposals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write technical programs, documents, and files.
Managerial	N/A
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	R	Copier, fax machine, training
Sitting	C	Computer, desk work, meetings, training
Walking	O	To/from office equipment
Lifting	O	Office supplies, files, reports, manuals, books
Carrying	O	Office supplies, files, reports, manuals, books
Pushing/Pulling	N	
Reaching	N	
Handling	O	Office supplies, files, reports, manuals, books
Fine Dexterity	C	Computer keyboard, writing, mouse
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, writing, reading, training
Hearing	C	Telephone, co-workers, supervisor, meetings
Talking	F	Telephone, co-workers, supervisor
Foot Controls	N	
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, scanner, digitizer, Standard Microsoft Windows and Office software, Internet/Intranet, Visual Basic, ESRI ArcView, ArcInfo, Avenue, Map Objects, Adaptec Easy CD Creator, Adobe Acrobat, Map Objects IMS, ArcIMS.

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)